

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **INFORMATION TECHNOLOGY**

DATE: MAY 29, 2008

Committee Members Present:

Supervisors Girard
Sokol
Kenny
Goodspeed
Strainer

Others Present:

Robert Metthe, Director, Information Technology
Hal Payne, Commissioner of Administrative & Fiscal
Services
Joan Sady, Clerk of the Board
G. Todd Lunt, Director, Human Resources
Kevin Geraghty, Budget Officer
Debra L. Schreiber, Sr. Legislative Office Specialist

Committee Members Absent:

Supervisors VanNess
Stec

Mr. Girard called the Information Technology (IT) Committee meeting to order at 10:45 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Strainer, and carried unanimously to approve the minutes of the May 1, 2008 meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Rob Metthe, Information Technology Director, who distributed copies of the agenda to the Committee members; *a copy of same is on file with the minutes.*

Commencing with the first item on the agenda, Mr. Metthe apprised that the City of Glens Falls had requested assistance from the County IT Department, which he estimated to be approximately ten to twenty man-hours. He said it was his opinion that their Department had assisted many of the municipalities throughout the County, either in purchasing new computers or answering questions and he felt they owed the same responsibility to the City of Glens Falls.

Mr. Metthe said the second item on the agenda was a referral from the last Committee meeting. Within the IT Department, he explained there were two major systems, one being production and the other being development. He said the production system was how the work was being done, while the development system entailed either updating an old system or installing a new one. He further advised that these various systems were tracked through a System Portfolio. In addition, Mr. Metthe stated, his Department responded to many "service requests" by offering their technological support to the users and desktops through a system called Track-It. He noted his Department received approximately 8,000 service requests each year.

Todd Lunt, Human Resources Director, entered the meeting at 10:48 a.m.

Referring to the next to the last page of the agenda, Mr. Metthe stated the IT Department considered various factors when determining which request took precedence over another, such as which department, the impact to the County, the number of users affected, etc. If there were no production requests, he indicated, it had become the practice of their Department to work on development projects based on the value or ROI (Return on Investment) to the County.

In response to an inquiry by Chairman Monroe, Mr. Metthe responded that everyone thought the Counties would assume the New York State (NYS) mandate for webcasting government meetings on the internet, although, he said, he had heard of no new developments.

Mr. Metthe requested an executive session in order to discuss the employment history of a particular person; and motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously, that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 10:50 a.m. until 11:00 a.m.

The committee reconvened.

In response to an inquiry by Mr. Strainer, Mr. Metthe replied they would continue to search for a qualified individual to fill the position of Business Analyst, which had been vacant for three months. Mr. Geraghty encouraged the IT Director to develop a plan to aggressively pursue prospective candidates to fill the position. Mr. Girard suggested the Personnel Officer, Human Resources Director, and Mr. Metthe schedule a meeting to discuss the infrastructure and needs of the IT Department in their efforts to move the Department forward as a government body.

Mr. Metthe apprised that based upon his discussions with Mr. Lunt and the Civil Service Department, he was required to interview eligible candidates from the current Business Analyst Civil Service list. Mr. Girard responded that he felt the Committee understood the Civil Service guidelines; however, he said, there were alternatives that could be considered.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to re-advertise the Business Analyst position; and should a possible reclassification of the position be recommended, that it be referred to the Personnel Committee for consideration.

If it were determined at a subsequent meeting that the position should be reclassified and the salary set at \$65,000, Mr. Goodspeed queried how that would affect the decision of the Health Services Committee that was made in February of 2008 regarding the individual that was previously in the Business Analyst position. Furthermore, he queried whether this "new position" would potentially be filled by the same employee that originally vacated the position. He said he was concerned about expressing a view that was consistent with the decision made by the Committee in February, as well as the danger that would be created by internal shopping within the County. Mr. Geraghty stated the issue before the Committee was not the "salary" of the Business Analyst position but rather the individuals on the Civil Service list that did not have the necessary qualifications. Mr. Girard commented that he was hopeful that after the meeting, the Business Analyst job description would be reviewed and a qualified person would be hired to fill the vacant position in the IT Department. Mr. Kenny noted this particular employee left one Department for a higher salaried position within the IT Department and had now returned to the original Department for yet another increase in pay.

Mr. Lunt mentioned the individual that held the position of Business Analyst in the IT Department served in that capacity very well; however, he said, if there were a reclassification of the job title, it must be presented first to the IT Committee prior to any further discussion about salary increases. He further indicated that if there were a request to increase the salary, there was the possibility this employee may wish to return because they were "happier" in one Department over another.

There being no further business, on motion by Mr. Kenny and seconded by Mr. Strainer, Mr. Girard adjourned the meeting at 11:10 a.m.

Respectfully submitted,

Debra L. Schreiber, Sr. Legislative Office Specialist